

FORMFLOW DATA FILE CONVERSION INSTRUCTIONS

When electronically generated forms (FormFlow) are revised to reflect changes to the form and/or to implement enhanced capabilities of FormFlow, OLD data files used in the previous version of the form are not automatically compatible with the updated form. An indication that there is a newer version is that when you open the form, you will get a message such as “Error reading field: JARnumber”.

You have two (2) options. You should use the 1st option if you want to retain most of the previously saved information. The 2nd option is available if you do not want to retain the previously saved information.

Option 1. Create new database. Combine old database with the one just created. The old database will populate the new database unless the data field names have been changed on the form.

- a. Click OK each time you receive a message showing that there was an “Error reading field: _____”.
- b. From the Data Menu, choose “Default Database”.
- c. Click the CREATE. New dialog box will read as follows: “Database to be created using the form will have a different structure than the existing database. What do you want to do? OVERWRITE COMBINE CANCEL.”
- d. Click the COMBINE button. New dialog box will read as follows: “Database contains “X” records. What would you want to do with existing data? RETAIN DELETE CANCEL”.
- e. Click the RETAIN button. New dialog box will read as follows: “New Database created. Number of field cells: XX Record size: XX bytes”.
- f. Click OK. You will then return to the dialog box “Form Default Database”.
- g. Click OK. New dialog box will read as follows: “Open new Default Database now. YES NO”
- h. Click Yes.

Option 2. Use this option only when you do not want to retain previously saved information. Erase the database that was created using the older version of the form and then create new database when you open the form.

- a. Using Windows Explorer delete any data files (.dbf, .dbt, and .fds) in C:\FORMS directory that pertain to the form. For example: NWO Form 25-3 has just been completed revised. You should delete o25-3.dbf, o25-3.dbt, and o25-3.fds. Do not delete any FormFlow forms (.frs, .frp, .frl, and .frz) if for some reason the form is in this directory.
- b. Open the form in FormFlow and create new database when prompted.